

**BY ORDER OF THE COMMANDER  
AIR FORCE RESERVE COMMAND**



**AIR FORCE RESERVE COMMAND  
HEADQUARTERS OPERATING  
INSTRUCTION 65-102**

**3 July 1996**

***Financial Management***

**CONTROL OF TDY FUNDS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This operating instruction implements AFPD 65-1, *Management of Financial Resources* and defines AFRES staff agency responsibilities for Temporary Duty (TDY) Operation and Maintenance (O&M) and Reserve Personnel Appropriation (RPA) funds.

**1. Who May Authorize Funds for TDY.** The host (WR-ALC) Financial Services Office (FSO) delegates certification authority to fund headquarters TDY to AFRES/IMQO for O&M and AFRES/FMAPH for RPA.

**2. How Funds Are Authorized.** The appropriate HQ AFRES staff agency prepares TDY order requests (DD Form 1610, **Request and Authorization for TDY Travel of DoD Personnel**; AF Form 938, **Request and Authorization for Active Duty Training/Active Duty Tour**; and invitational travel orders) and forwards to IMQO or FMAPH for validation/certification of the fund citation.

**3. Specific Authorizations.** Except for members assigned to the 952 RSPTS in Reserve status, HQ AFRES staff AFRES IG team augmentees are paid by O&M funds allocated to AFRES/IG. The AFRES/IG may fund early return of HQ AFRES staff augmentees to their permanent duty station based upon completion of assigned inspection duties, availability of government provided transportation, and prior coordination with the inspection team chief. HQ AFRES staff augmentees who perform further TDY upon completion of their inspection duties with the AFRES/IG team have the entire TDY costs charged to funds allocated to their directorate to include that portion of the TDY in support of the AFRES/IG.

**4. Outside Agency Authorizations.** In general, AFRES policy prohibits the use of HQ AFRES TDY funds to other AFRES units. Funding responsibility rests with the AFRES unit to which an individual is assigned. However, there are cases when unique support may be required from other than an AFRES organization. If support is mission essential and the organization is unable to fund the TDY, HQ AFRES

funds may be used. In this case, the appropriate staff agency prepares a memorandum or message authorizing the expenditure of HQ AFRES TDY funds. Include the following information in the memorandum or message: traveler's name, grade, SSN, point of departure, TDY location, inclusive dates of TDY period (include travel days), estimated costs, fund citation, and any approved special authorizations (that is, rental cars, excess baggage, etc.). HQ AFRES staff agencies are not authorized to release correspondence authorizing the use of HQ AFRES TDY funds until validation/certification is obtained from FMAPH and IMQO.

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